

Position Description

Name:		Date:	
Position Title:	Project Officer – Aboriginal* Cardiac Rehabilitation		
Reporting to:	Executive Officer, Upper Hume Primary Care Partnership (UHPCP)		
Direct Reports:	None		
Budgetary Responsibilities	None		
Liaises with Internally	<ul style="list-style-type: none"> • Upper Hume PCP staff • Gateway Health staff as the auspice organisation 		
Liaises with Externally	<ul style="list-style-type: none"> • Albury Wodonga Aboriginal Health Service (AWAHS) • Albury Wodonga Health (AWH) 		
Position Context	<p>Cardiovascular disease is the largest contributor to preventable morbidity and mortality in Aboriginal and Torres Strait Islander peoples. Cardiac rehabilitation reduces mortality, morbidity, and unplanned hospital admissions, as well as leading to improvements in exercise capacity, quality of life and psychological well-being. Very few Aboriginal people participate in cardiac rehabilitation programs.</p> <p>This project is a partnership between Albury Wodonga Aboriginal Health Service, Albury Wodonga Health and Upper Hume Primary Care Partnership. It seeks to develop a culturally-appropriate cardiac rehabilitation program with Aboriginal and Torres Strait Islander people in the Albury-Wodonga catchment.</p> <p>This role provides high quality project support as a key member of the project team throughout all stages for the process from initiation, codesign, implementation and evaluation.</p> <p>*The term Aboriginal, when used in this document, includes Aboriginal and Torres Strait Islander peoples</p>		
Organisation Context	<p>Upper Hume Primary Care Partnership involves a team of skilled staff that bring health and community services agencies together, supporting and leading collaborative programs to respond to the multiple, complex challenges facing our community. Staff provide expertise and technical knowledge to support partners work together with a focus on the delivery of integrated, responsive health systems that enhance wellbeing outcomes for our communities.</p> <p>UHPCP staff are employed by Gateway Health and are covered by Gateway Health's organisational policies.</p>		
Code of Conduct	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Maintain a high professional standard and work with integrity 		

- Develop a collaborative working relationship
- Communicate with respect and tolerance
- Maintain a client focus
- Adopt a Continuous Quality Improvement approach
- Work within legislative and compliance framework
- Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures

Best Practice

(Knowledge & application of skills required for this position. Knowledge & understanding of equipment, legislation, policies & procedures)

Key Responsibilities

Agreed Achievements

- Support and undertake project activities under limited supervision either as a member of a team, or where appropriate, independently
- Develop project plans in partnership with key stakeholders including clinical staff from AWH and AWHAS
- Lead co-design approaches to engage Aboriginal peoples in the development of a new model of cardiac rehabilitation
- Document the new model of care and prepare an implementation plan, in partnership with Aboriginal peoples, AWH and AWHAS
- Support the completion of at least one Aboriginal Cardiac Rehabilitation Program and coordinate evaluation of the program.
- Complete a project report for consideration by the project working group and project steering committee.

- Codesign working groups (however named) are established
- Project activities are completed in a timely manner
- A new model of cardiac rehabilitation is designed and at least one program is delivered.
- The new model is evaluated and recommendations made about its future.

Research, Leadership and Education

(Demonstrated experience and understanding of the need for continuation of personal & professional development)

Key Responsibilities

Agreed Achievements

- Project management tasks to ensure that materials are prepared on budget and to a high standard

- Technical advice is provided in a timely, relevant manner

Team, Culture Building and Communication

(Communication & interpersonal skills including liaising with internal & external stakeholders)

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> Develop and/or maintain good relationships with AWAHS clients Develop and/or maintain good working partnerships with a wide range of stakeholders including AWH, AWAHS and other relevant Government and non-Government sectors including Indigenous and non-Indigenous health, research and educational bodies and allied health professional associations 	<ul style="list-style-type: none"> Stakeholders value the relationship with Project staff Documents provide a rich understanding of the needs of cardiac rehabilitation clients Staff report a strong team culture
Clinical and Administrative Systems <i>(Org processes, admin & documentation requirements, professionalism & timely reporting)</i>	
Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> Contribute to the development of high quality and timely reports, briefs, papers and presentations as required. Use resources effectively and work with colleagues to achieve the delivery of project and outputs on time and to a high standard 	<ul style="list-style-type: none"> Technical expertise reflects current knowledge of codesign, cardiac rehabilitation and the needs of AWAHS clients Complete documents and notes within agreed time frames and in accordance with GH policies and procedures
Quality, Safety and Compliance <i>(commitment to ensuring quality services are delivered to both internal and external clients through continuous improvement)</i>	
Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> Provide and update Working with Children(s), Disability Workers Exclusion scheme and Police Checks and immediately report any changes to their status to Gateway Health Ensure an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines Ensure a safe working environment for yourself, your colleagues and members of the public Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the Gateway Health workforce Contribute to organisational quality and safety initiatives 	<ul style="list-style-type: none"> Comply with all service/program and organisational strategies related to risk management, contributing to their review and improvement, and risk escalation should it be required. This will be done through risk identification, review, analysis and evaluation and by actively encouraging risk to be raised and treated> Responses to risks raised shall be managed in a proactive and timely manner Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings Demonstrated participation in ongoing Quality Assurance and Quality Improvement activities Ensure policies, procedures and codes are complied with at all times.

- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation

Key Selection Criteria

Applicants MUST address the Selection Criteria below when completing an employment application

Essential

1. Demonstrated ability to work effectively and sensitively with Aboriginal and Torres Strait Islander peoples and organisations.
2. Demonstrated organisational and time-management skills including the ability to plan projects, juggle priorities, and work to deadlines with a high level of accuracy and attention to detail..
3. Demonstrated high level interpersonal skills to work individually and as a member of a team in a co-operative and collegial manner and to effectively communicate with diverse internal and external stakeholders
4. Demonstrated high level oral, written and computer skills, including the ability to write and present information clearly and concisely for specific targeted groups
5. A sound understanding of analytical and research skills, including experience in conducting interviews or consultations.

Desirable

1. Relevant tertiary qualification and/or commensurate experience in a pertinent field, or be undertaking a formal qualification.
2. Experience of health promotion/public health in the context of Aboriginal and Torres Strait Islander peoples
3. Relevant experience and/or demonstrated understanding of co-design principles.

Note

- Aboriginal people are encouraged to apply for this position
- Employees of UHPCP partner agencies are encouraged to apply for secondment to this role.

Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry

- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at other locations may be required

Satisfactory National/International Police, Disability Worker Exclusion Scheme and Victorian Working with Children Checks must be provided prior to commencement

A current Australian Drivers Licence or accepted International Drivers licence is required

Award and Conditions

- 0.6 eft, 22.8 hours per week, with flexible times/days
- HS5
- Salary packaging as per company policy
- 6 month probationary period
- Flexible work place arrangements across the region, travel will be required as part of the role

Victorian Stand Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022

Performance Monitoring

An initial review of performance will be undertaken within six (6) months and then formally reviewed every 12 months based upon this position description.

Last Appraisal Date	
Next Appraisal Date	

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Requirements of the position

- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

Employee Signature: _____

Date: _____

Print Name: _____

DRAFT